



Personnel
1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

PERSONNEL ASSISTANT

- DATE: June 27, 2006
- SALARY: \$30,983 - \$42,711
- NATURE OF WORK: This is responsible technical and clerical work involving personnel recruitment, application processing and various related activities.
- HOURS: Monday – Friday 9:00 A.M. – 5:00 P.M.
- WORKSITE LOCATION: Personnel Department
1300 Sawgrass Corporate Pkwy, Suite 100, Sunrise
- EDUCATION: Graduation from an accredited high school or G.E.D. equivalency diploma.
- EXPERIENCE: -- Four (4) years of fulltime (or equivalent) clerical experience, Or;
-- Two (2) years full-time (or equivalent) paid experience in the area of personnel or human resources.
-- Ability to type 35 correct words per minute.
- TYPING TEST REQUIRED AT TIME OF APPLICATION**
- CLOSING DATE: Open until filled.
- HOW TO APPLY: Please submit a completed City of Sunrise Employment Application and proof of education to the Personnel Dept.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

EQUAL OPPORTUNITY EMPLOYER - M/F/D/V